

Message Text

UNCLASSIFIED

PAGE 01 TEHRAN 02941 01 OF 03 051238Z
ACTION NEA-10

INFO OCT-01 ISO-00 EB-08 /019 W
-----051253Z 066443 /44

O R 051130Z APR 77
FM AMEMBASSY TEHRAN
TO USDOC WASHDC IMMEDIATE
INFO SECSTATE WASHDC 1921

UNCLAS SECTION 1 OF 3 TEHRAN 2941

USDOC FOR CAGNE/K BUTTON

E.O. 11652: NXA
TAGS: BEXP IR
SUBJ: ALABAMA STATE IOGA TRADE MISSION/ MEMORANDUM OF
AGREEMENT-TEHRAN

1. SUMMARY: MESSRS VERMILYE AND BUTTON, ADVANCE MEN
FOR SUBJECT TRADE MISSION, SPENT 2 DAYS IN TEHRAN
(MARCH 30 AND 31) TO DISCUSS ARRANGEMENTS FOR THE
MISSION'S STAY APRIL 15-29. PRESENTED BELOW IS THE
EMBASSY'S UNDERSTANDING OF AGREED ARRANGEMENTS. END SUMMARY.

2. HOTEL RESERVATIONS: ONE SUITE AND 8 SINGLE ROOMS ARE
RESERVED AT THE HILTON HOTEL FOR THE NIGHTS OF APRIL
25-26-27-28. A CONFIRMING LETTER FROM THE EMB
INCLUDING NAMES OF MEMBERS OF THE MISSION WAS DELIVERED
AND ARRANGEMENTS DISCUSSED BY THE ADVANCE TEAM WITH THE
RESERVATION OFFICE. THE EMB WILL PRE-REGISTER MEMBERS
OF THE MISSION IF POSSIBLE. EACH MEMEBER OF THE MISSION
WILL BE RESPONSIBLE FOR PAYING HIS BILL AND ANY ADDITIONAL
CHARGES HE INCURS DIRECTLY TO THE HOTEL PRIOR TO
DEPARTURE.

3. OFFICE SPACE: THE ADVANCE TEAM AGREED TO TENTATIVE
ARRANGEMENTS MADE BY THE EMB WITH THE IRAN CHAMBER
UNCLASSIFIED

UNCLASSIFIED

PAGE 02 TEHRAN 02941 01 OF 03 051238Z

OF COMMERCE, INDUSTRY AND MINES FOR USE OF ITS 9TH
FLOOR FACILITIES IN THEIR BUILDING IMMEDIATELY ADJACENT
TO THE EMB COMPOUND. BECAUSE OF UNAVAILABILITY OF
THE US TRADE CENTER MISSION WILL USE THIS SPACE
FOR OFFICES AND HOSPITALITY AT NO CHARGE.

4. HOSPITALITY: A. THE MISSION WILL HOST A STAG RECEPTION

ON TUESDAY, APRIL 26, 6-8PM AT THE CHAMBER.
THE CHAMBER AGREED THAT INVITATIONS BE ISSUED JOINTLY
IN THE NAMES OF THE CHAMBER AND THE EMB ON BEHALF
OF THE MISSION. EXACT WORDING IS LEFT TO THE DISCRETION
OF THE EMB IN CONSULTATION WITH THE CHAMBER. SUG-
GESTED NUMBER OF INVITATIONS (QUOTE REGRETS ONLY UNQUOTE)
TO BE ISSUED IS 250-300 (ASSUMED RATE OF APPROX 40 PERCENT,
ALLOWING FOR A RECEPTION OF APPROX 120 PEOPLE). THE CARAVANSARI
RESTAURANT OF THE EMB WILL PROVIDE FOOD , SERVICE, AND EQUIPMENT FOR
THE RECEPTION. THE COMMERCIAL SECTION WILL ISSUE INSTRUCTIONS
FOR THE CATERING AND ASSURE THAT BEVERAGES, SOFT DRINKS
AND NEEDED ACCESSORIES ARE AVAILABLE. B. THE EMB
WILL PURCHASE TEA, COFFEE, SOFT DRINKS, ETC, FOR USE
IN THE OFFICE FACILITIES. CHARGES FOR SUPPLIES USED
AND GRATUITIES FOR ANY SERVICES PROVIDED BY MEMBERS OF
THE CHAMBER STAFF WILL BE PAID FOR BY THE MISSION.
C. THE CHAMBER HAS TENTATIVELY OFFERED TO HOST LUNCH
FOR MEMBERS OF THE MISSIONS.

5. PUBLICITY: THE EMB HAS RECEIVED 300 BROCHURES
(DUPLICATED ON STENCIL OR XEROXED FOR ADDITIONAL COPIES
NEEDED) WHICH WILL BE USED FOR A MAILING INCLUDING
COVERING LETTER IN ENGLISH/FARSI ON EMB LETTERHEAD
AND RECEPTION INVITATION, TO PROSPECTIVE CONTACTS FOR
MISSION MEMBERS. THE MISSION SECY WILL FOLLOW
UP THE MAILING WITH TELEPHONE CALLS. THE EMB WILL
PREPARE A PRESS RELEASE DRAWING ON THE MATERIAL IN THE
BROCHURE WHICH WILL BE DISTRIBUTED ON USIS PRESS RELEASE
LETTERHEAD FOR THE STANDARD PRESS LIST AT A TIME DEEMEND
UNCLASSIFIED

UNCLASSIFIED

PAGE 03 TEHRAN 02941 01 OF 03 051238Z

APPROPRIATE BY THE PRESS ATTACHE. SELECTED MEMBERS OF
THE PRESS (NUMBERING 3-6) WILL BE INVITED TO THE RECEPTION.

6. PHOTOGRAPHIC SERVICES: A PHOTOGRAPHER WILL COVER
THE RECEPTION AND DEVELOP PRINTS. A REASONABLE NUMBER OF
FINISHED PRINTS ARE PROVIDED FREE OF CHARGE. THE SER-
VICES OF THE PHOTOGRAPHER AND CHARGES FOR ANY ADDITIONAL
NUMBER OF PRINTS BEYOND 20 WILL BE PAID BY THE
MISSION.

UNCLASSIFIED

NNN

UNCLASSIFIED

PAGE 01 TEHRAN 02941 02 OF 03 051244Z
ACTION NEA-10

INFO OCT-01 ISO-00 EB-08 /019 W
-----051252Z 066524 /41

O R 051130Z APR 77
FM AMEMBASSY TEHRAN
TO USDOC WASHDC IMMEDIATE
INFO SECSTATE WASHDC 1922

UNCLAS SECTION 2 OF 3 TEHRAN 2941

USDOC FOR CAGNE/K BUTTON

7. SECRETARIAL SERVICES: A BILINGUAL IRAN EMPLOYEE OF THE COMMERCIAL SECTION WILL ACT AS MISSION SECY UNDER THE DIRECTION OF THE SENIOR COMMERCIAL ADVISOR ASSIGNED TO THE MISSION. HER DUTIES WILL BE: COMILING OF INFORMATION FOR THE CONTACT LIST, FOLLOW UP TELEPHONE CALLS, AND MAKING OF APPOINTMENTS PRIOR TO THE ARRIVAL OF THE MISSION. DURING THE PRESENCE OF THE MISSION, THE SECY WILL BE SEATED IN THE OFFICES OF THE MISSION AT THE CHAMBER AND WILL CONTINUE TO MAKE APPOINTMENTS, PROVIDE TELEPHONE ASSISTANCE, AND PERFORM ANY OTHER WORK AS REQUIRED. THIS EMPLOYEE WILL BE AVAILABLE FOR A S MANY HOURS AS NEEDED BY THE MISSION. IF THESE DUTIES REQUIRE OVERTIME TO BE COMPLETED IN A TIMELY MANNER EITHER BEFORE THE ARRIVAL OR DURING THE MISSION, THE OVERTIME HOURS WILL BE REIMBURSED DIRECTLY TO THAT EMPLOYEE BY THE MISSION.

8. CONTACTS DESIRED: FOR THE MOST PART, MISSION MEMBERS ARE SEEKING AGENTS OR DISTRIBUTORS AND THE CONTACT LIST WILL BE DIRECTED TOWARD PRIVATE SECTOR COMPANIES SEEKING TO REPRESENT FOREIGN COMPANIES. WHERE APPROPRIATE (BASED ON DISCUSSIONS WITH THE ADVANCE TEAM), APPOINTMENTS WILL BE SOUGHT WITH PROSPECTIVE LECENSEES OR JOINT VENTURE PARTNERS AND/OR WITH GOVT OR PRIVATE SECTOR ENDUSERS
UNCLASSIFIED

UNCLASSIFIED

PAGE 02 TEHRAN 02941 02 OF 03 051244Z

(E.G. AMERICAN BUILDINGS WITH GOVT AND CLOW AND MC WANE WITH WATER AND SEWAGE AUTHORITIES).
THE EMB WILL DRAW ON ITS OWN INFORMATION, ON BANK CONTACTS ALREADY MADE BY THE MISSION DIR, AND ON THE CHAMBER IN COMPILING A CONTACT LIST.

9. INDIVIDUAL APPOINTMENTS: THE MISSION SECY WILL ARRANGE AS MANY APPOINTMENTS IN ADVANCE AS POSSIBLE, REQUESTING PRIVATE BUSINESSMEN TO COME TO

THE CHAMBER (MEETINGS WITH GOVT OFFICIALS ARE CUSTOMARILY HELD IN THEIR OFFICES) AND WILL CONTINUE TO MAKE APPOINTMENTS DURING THE MISSION AS NECESSARY OR APPROPRIATE ACCORDING TO A PRIMARY TARGET LIST FOR EACH FIRM. MISSION MEMBERS SHOULD INFORM THE MISSION SECY IMMEDIATELY OF APPOINTMENTS THEY MAKE AFTER ARRIVAL TO AVOID SCHEDULE CONFLICTS.

10. EMB TRANSPORTATION WILL BE PROVIDED PENDING AVAILABILITY. EMB WILL ATTEMPT TO PROVIDE MINI BUS TRANSPORTATION FOR GROUP TRAVEL, E.G. AIRPORT ARRIVAL/DEPARTURE, HOTEL TO OFFICE AND RETURN, GROUP APPOINTMENTS (IF ANY). TRANSPORTATION FOR INDIVIDUAL APPOINTMENTS AND ABOVE TRANSPORTATION WHICH CANNOT BE COVERED BY EMB WILL BE PROVIDED BY PRIVATE TAXI SERVICE WHICH WILL BE ARRANGED FOR BY EMB. THE MISSION SECY WILL BE RESPONSIBLE FOR DISPATCHING TAXIS AND ISSUING INSTRUCTIONS TO THE DRIVERS. THE MISSION WILL PAY FOR PRIVATE TAXI SERVICE AND OVERTIME INCURRED BY EMB DRIVERS.

11. TENTATIVE SCHEDULE:
MONDAY APRIL 25 - 1100PM ARRIVE AIRPORT. (EMB VEHICLE MEETS)
573 \$-6 -048) 26 - 830AM DEPART HILTON HOTE
900AM ARRIVE CARAVANSARAI RESTAURANT (BREAKFAST). BRIEFING
ECONOMIC/COMMERCIAL OFFICERS AD REP OF BLOUNT BROS. CONS-
TRUCTION CO.
UNCLASSIFIED

UNCLASSIFIED

PAGE 03 TEHRAN 02941 02 OF 03 051244Z

1015AM DEPART FOR CHAMBER OF COMMERCE, INDUSTRIES AND MINES
1030AM BRIEFING SESSION-GENERAL INTRODUCTION
1100AM INDIVIDUAL APPOINTMENTS BEGIN
100PM LUNCH BREAK
200PM-500PM APPOINTMENTS
600PM-800PM RECEPTION HOSTED BY CHAMBER AND MISSION. CHARGE WILL
ATTEND FOR EMB. PHOTOGRAPHER PRESENT. REMAINDER OF EVENING FREE.

UNCLASSIFIED

NNN

UNCLASSIFIED

PAGE 01 TEHRAN 02941 03 OF 03 051324Z
ACTION NEA-10

INFO OCT-01 ISO-00 EB-08 /019 W

-----051330Z 066952 /40

O R 051130Z APR 77

FM AMEMBASSY TEHRAN

TO USDOC WASHDC IMMEDIATE

INFO SECSTATE WASHDC 0000

UNCLAS SECTION 3 OF 3 TEHRAN 2941

USDOC FOR CAGNE/K BUTTON

WEDNESDAY APRIL 27 - 800AM DEPART HOTEL

830AM BREAKFAST MEETING. CARAVANSARAI RESTAURANT

900AM-QPPPM INDIVIDUAL APPOINTMENTS

100PM LUNCH

200PM-500PM INDIVIDUAL APPOINTEMENTS

530PM RETURN TO HOTEL

730PM DEPART FOR KHAN SALAR PERSIAN RESTAURANT

THURSDAY APRIL 28 - 900AM-100PM APPOINTMENTS

100PM LUNCH (CHAMBER HAS OFFERED TO HOST LUNCH-TO BE CONFIRMED)

400PM SIGHTSEEING TOUR (CROWN JEWELS, ETC)

700PM RETURN TO HOTEL

EVENING FREE

FRIDAY APRIL 29 1 515AM DEPART HOTEL FOR AIRPORT.

12. BILLS: THE MISSION DIR WILL SETTLE ALL CHARGES
PRIOR TO DEPARTURE ON SUBMISSION OF VALID STATEMENTS AND
RECEIPTS BY THE EMB. THE CONTROL OFFICER HAS RE-
CEIVED \$200.00 ADVANCE PAYMENT.

13. SUGGESTED BUDGET:

UNCLASSIFIED

UNCLASSIFIED

PAGE 02 TEHRAN 02941 03 OF 03 051324Z

A. SECRETARY	\$200.00
B. HOSPITALITY	
CATERING/SERVICE	600.00
BEVERAGES	100.00
COFFEE/TEA/SOFT DRINKS/ GRATUITIES	50.00
C. PHOTOGRAPHER	50.00
D. PRINTING(INVITATIONS)	100.00
E. POSTAGE/MESSENGER	100.00
F. TRANSPORTATION (TAXIS AND EMB DRIVERS' OVERTIME)	400.00
G. CONTINGENCY	100.00

TOTAL \$1,700.00

14. NOTES:

A. ACKNOWLEDGEMENT TO CHAMBER: MISSION DIR
MAY WISH TO CONSULT WITH STATE OF ALABAMA OFFICES RE
PRESENTATION OF SOUVENIR OF SOME TYPE TO SENATOR ZIAIE,
PRES OF CHAMBER, (AND MEMBER OF PARLIAMENT) AS
EXPRESSION OF APPRECIATION FOR CHAMBER'S COOPERATION.

B. RECEPTION: GUEST LIST WILL INCLUDE THOSE IN-
DIVIDUALS WHOM ADVANCE TEAM MET OR WHOM MISSION DIR
WILL MEET. TARGET FIGURE OF 120 PLUS MAY INCREASE IF
CHAMBER AS CO-HOST WISHES TO INVITE LARGER NUMBER.

C. MISSION DIRECTOR'S SCHEDULE: APPOINTMENTS WITH
ADDITIONAL BANKING CONTACTS WILL BE MADE AS DISCUSSED.

15. ACTION REQUESTED: ANY COMMENTS OR AMENDMENTS AS APPROPRIATE.
MIKLOS

UNCLASSIFIED

NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 05-Apr-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01-Jan-1960 12:00:00 am
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1977TEHRAN02941
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D770118-0163
Format: TEL
From: TEHRAN
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1977/newtext/t19770485/aaaacwbi.tel
Line Count: 298
Litigation Code IDs:
Litigation Codes:
Litigation History:
Locator: TEXT ON-LINE, ON MICROFILM
Message ID: ec05efa9-c288-dd11-92da-001cc4696bcc
Office: ACTION NEA
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 6
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 12-Jan-2005 12:00:00 am
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 2888562
Secure: OPEN
Status: NATIVE
Subject: ALABAMA STATE IOGA TRADE MISSION/ MEMORANDUM OF AGREEMENT-TEHRAN
TAGS: BEXP, IR
To: COM
Type: TE
vdkgvwkey: odbc://SAS/SAS.dbo.SAS_Docs/ec05efa9-c288-dd11-92da-001cc4696bcc
Review Markings:
Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
22 May 2009
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009